



# Customer Electronic Plan Review (ePlans) Guide

Version 2023-01-31

## Introduction

To help streamline the submittal process, the Building Development Division has established an electronic plan review program (ePlans). Please use the following guide to prepare and submit documents for electronic plan review.

**Please note:** Electronic plan review will not start until fees are paid, and the submittal meets the requirements of this guide. Failure to pay fees or meet requirements of this guide will delay the plan review process.

## Projects

All commercial projects must be submitted electronically; paper plan submissions will not be accepted. Residential projects completed by a contractor must be submitted electronically, only homeowner projects will be accepted as a paper submission. The County reserves the right to require electronic or paper plan submission for any project. Paper plans currently in review shall remain paper submissions until final inspection approval.

## Submittal Checklist

Submittals for electronic plan review must meet the minimum requirements below.

For assistance, please contact Plan Intake at 703-792-4040 or [planintake@pwcgov.org](mailto:planintake@pwcgov.org).

**Building Development Division (BDD) Forms** available [here](#)

- Forms are submitted as individual PDF files

**Documents** (GIS Address Validation, Zoning Approval, Site Plans, Plats, Energy Calculations, Structural Calculations, Geotechnical Reports, Truss Submittals, other)

- Documents meet [Credentialing](#) requirements for seal, signature, and date
- Documents are submitted each as separate PDF files

## Plans - General Requirements

- File names meet the [File Naming Convention](#) requirements
- Plans meet [Credentialing](#) requirements
- Plans include all disciplines in a single PDF (architectural, mechanical, electrical, plumbing, and structural)
- PDF files are not password protected or locked
- PDF does not contain layers or comments
- Plans more than 10 sheets have bookmarks listing sheet number and title. For example: A1 First Floor Plan
- Plans are in landscape orientation
- Plans are monochrome, not in color
- Provide a 3" x 3" box in the same location each sheet for county review stamp



### Commercial Plans

- Minimum sheet size is 24" x 30" maximum sheet size is 36" x 48"
- Plans are to minimum scale 1/8" = 1'-0". It is preferred that plans are in vector format to allow for measuring
- Resubmissions include all sheets (complete new set) and [Resubmission - Revision Checklist](#)
- Revisions include only revised sheets and [Resubmission - Revision Checklist](#)
- Resubmissions to revisions include all originally revised sheets

**Residential Plans** (group R-5 single family, townhouse, additions, alterations, repairs, accessory structures, etc.)

- Minimum sheet size is 8-1/2" x 11" maximum sheet size is 36" x 48"
- Plans are to minimum scale 1/8" = 1'-0"
- Plans scanned with sheets aligned in landscape orientation
- Resubmissions include all sheets (complete new set)
- Revisions include only revised sheets and have changes clouded
- Resubmissions to revisions include all originally revised sheets

### Credentialing

Plans and documents shall be electronically signed in accordance with [18VAC10-20-760 Part C](#) and [Policy 1.11](#). Every sheet in the plan set is required to be sealed, signed, and dated. Any revised sheets should reflect the revision date.

### Submitting

To submit please use the ePortal application found [here](#). For ePortal user guides, videos, and frequently asked questions click [here](#).

To submit via ePortal, you must have an ePortal account. To create an ePortal account click [here](#).

### Preparing Plans for Submission

#### Layers

Please ensure the plans do not include layers.

Please refer to the software user manual or help guide for instructions.

Layers may also be removed by "printing" the existing pdf file to pdf.

Please see below for reference

- AutoCAD - [How to turn off layer and comment information when plotting to pdf](#)
- Adobe - [Flatten Layers \(Acrobat Pro\)](#)

#### Bookmarks

Please ensure plans with more than 10 sheets include bookmarks.

Please refer to the software user manual or help guide for instructions on bookmarking plans.

Please see below for reference

- AutoCAD - [Create Bookmarks for Sheets and Views](#)



- Adobe - [Create a bookmark \(Acrobat Pro\)](#)

\*Please note, if the print to pdf option is used to remove layers, bookmarks will also be removed.

### Locked Plans

Please ensure plans are not locked to allow digital County review stamps.

When electronically signing documents please ensure the documents are not locked.

Documents may be unlocked by printing the existing pdf file to pdf.

Documents are not required to be digitally signed by third party software such as Adobe, DocuSign, etc. An electronic copy of the designer’s signature and seal may be used.

Please see below for reference

- Adobe - Disable "Lock Document After Signing" when creating digital signature

### File Naming Conventions

Files for the first submission, resubmissions, and revisions shall be named in accordance with Table 4 below.

**Table 4. File Naming Conventions**

Document	Submission	Filename
Building Development Division (BDD) Forms	First Submission	Original name from County website
Plans	First Submission	Plans Note: Submit a single pdf file for architectural, mechanical, electrical, plumbing, structural plans
GIS Validation	First Submission	GIS
Zoning Approval	First Submission	Zoning
Site Plan or Plat	First Submission	Site_Plan or Plat
Energy Calculations	First Submission	Energy_Calcs
Structural Calculations	First Submission	Structural_Calcs
Geotechnical Reports	First Submission	Geotechnical_Report
Truss Submittals	First Submission	Truss
All Documents	Resubmissions	Filename_resub# Note: Add to the original filenames above the resubmission number
All Documents	Revisions	Filename_rev# Note: Add to the original filenames above the revision number



## **Fees**

Review fees will be invoiced after the submission has passed Quality Control Review. If the submission is QC Denied more than 3 times, a QC review fee may be applied.

The submission will not be sent to plan review until the fees are paid. If the plans are put on hold by review staff, a resubmission fee will be assessed. The resubmission fee must be paid prior to the resubmission being routed to plan review.

Permit fees will be invoiced after the plans are approved and processed through the permitting staff.

Payments can be made via ePortal or by mailing in a check. Payments by mailing a check will delay the plan review process as review cannot begin until the payment is processed.

To pay via ePortal, you must have an ePortal account. To create an ePortal account click [here](#).

For assistance, please contact Plan Intake at 703-792-4040 or [planintake@pwcgov.org](mailto:planintake@pwcgov.org).

## **Reviewed Documents (Approvals)**

A copy of the reviewed submittal (BDD Forms, Plans, Documents) with digital County review stamps will be provided electronically to the applicant via the ePortal.

## **Reviewed Documents Required On-site for Inspections**

The applicant shall print the submittal (BDD Forms, Plans, Documents) with digital County review stamps for inspection field use. All required documents will be available for download to contacts linked to the plan case on the ePortal.

For assistance, please contact the Permitting Services at 703-792-6924 or [BDDpermits@pwcgov.org](mailto:BDDpermits@pwcgov.org).